



DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-1
300 ARMY PENTAGON
WASHINGTON DC 20310-0300

December 1, 2003



DAPE-PTT-LM (690-950-21)

S: 5 January 2004

MEMORANDUM FOR CP-34 Career Program Managers, Deputy Chiefs of Staff for Information Management, Directors of Information Management, and Library Directors

SUBJECT: FY 04 Developmental Assignment Opportunities for CP-34 Librarian Track

1. This announces the 3rd and 4th quarter FY 04 CP-34 Librarian Developmental Assignment Opportunities. Please ensure Army librarians receive a copy of this announcement, the course descriptions, and sample forms.
2. To ensure widest dissemination, this announcement and most required forms are available on the U.S. Army Library Program (ALP) web site (<http://www.libraries.army.mil/>) in the section entitled, "For Army Library Staffs." This training is centrally funded by Army Civilian Training, Education, and Development System (ACTEDS) through the Information Management Career Program 34 and is subject to availability of funds. ACTEDS funded professional development supplements local training for librarians.
3. Rules for applying are:
 - a. Librarians in grades GS-9 to GS-15 (or equivalent) and qualified in the 1410 series may apply.
 - b. Applicants are limited to two separate course applications.
 - c. Applicants should be aware that some developmental assignments are limited to one or two participants. Therefore, it helps to submit a second application.
 - d. First choices are not guaranteed.
 - e. Priority is given to the careerist who has not received a previous developmental assignment. Exception to this is the careerist applying for a follow-on course.
 - f. Librarians in GS-13 and above positions may apply, but they will be funded last.
 - g. Civilian Personnel is no longer required to certify or verify applications.
4. The four (4) documents and application forms listed below are required to apply for ACTEDS funded professional development. The forms are available from the Army Library Program web site (<http://www.libraries.army.mil/devassign.htm>) and on the Army Libraries page on Army Knowledge Online (AKO). Incomplete application packages will not be considered for funding.

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a. Career Program-34, Information, Management, Application for Army Librarian Sponsored Training. The application requires endorsement by the careerist's supervisor, MACOM or Regional Librarian, and the Deputy Functional Chief's Representative (DFCR). Librarians with no MACOM librarian should send their applications to the undersigned. Librarians with no Regional Librarian should send their applications to Ms. Barbara Christine, Chief, General Library Program; (Barbara.Christine@cfsc.army.mil; DSN 761-7208; CP 703-681-7208; FAX 703-681-7249).

b. Request for Central Funding Support - Army Civilian Training, Education, and Development System (ACTEDS). Use the Cost Estimate Worksheet to estimate your TDY and training costs. The costs must be based on the transportation cost quoted by the applicant's local travel office, the published per diem rates (<http://www.policyworks.gov/org/main/mt/homepage/mtt/perdiem/perd02d.html>) and the training provider's published tuition fee. The Cost Estimate Worksheet is available from the ALP web site. If selected, the applicant may be provided with an ACTEDS fund citation based on the figures provided on the Request for Central Funding and required to prepare her/his own TDY orders.

c. Current Resume. The Resumix resume, Civilian Career Program Qualification Record (DA Form 2302) or a federal employment application (OF 612 or SF 171) will be accepted. The resume should include up-to-date educational achievements, work experiences, training, professional development, skills, accomplishments, awards and recognition. The Army Resume Builder on CPOL (<http://www.cpol.army.mil>) may be used to develop and save a resume for future ACTEDS training and vacancy announcements.

d. Performance Appraisal. The candidate is required to submit a copy of his/her most recent performance rating. Applicants must explain if they are not able to supply the appraisal.

5. Training Application or Conference Registration Form. If the careerist is selected for a conference or training that requires a registration form, the careerist is responsible for completing the registration form and for providing a copy of the registration form to this office. The form is not necessary until after the careerist is officially notified of selection.

6. Tips for completing the applications:

a. Complete all forms to your best ability. The panel uses all information in selection decisions.

b. Include professional activities, awards, and certifications in the appropriate space(s) on your resume', DA Form 2302, OF 612, or SF 171.

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c. Explain any self-development, self-improvement, or continuing education you have in the appropriate space(s) on your resume', DA Form 2302, OF 612, or SF 171. Continuation sheets are allowed.

d. Write clear and concise motivational statements.

e. Ensure the post utilization plan fits your particular position. In other words, demonstrate in the plan how the training will be used in a concrete sense. For example, "I will use the skills from the JavaScript course to create the library's web page."

f. If your position teaches others (staff, administration, or public) state so on the application. This shows direct applicability of skills learned in these assignments.

7. Applications for 3rd and 4th quarter training are due to Mr. Timothy Carr, Army Library Program Office, not later than 5 January 2003. Electronic submission or faxes will be accepted. A selection panel will convene the week of 5 January and selection announcements will be made the week of 12 January.

8. Point of contact is Mr. Timothy Carr, (703) 325-8437 DSN 221; fax (703) 428-1294 DSN 328 or e-mail timothy.carr@hqda.army.mil.



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